

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD  
VACANCY ANNOUNCEMENT**

**OPEN TO:** All interested candidates

**DATE:** 06/11/2010

**TITLE:** AID Development Program Specialist (M&E)  
Position Number 83060-004

**AGENCY:** USAID

**GRADE:** FSN-11 (Rs. 2,099,601 p.a. to Rs. 3,892,926 p.a.) **LOCATION:** ISLAMABAD

**BRIEF DESCRIPTION OF DUTIES:** The AID Development Program Specialist, Monitoring & Evaluation (M&E) position is located in the USAID/Pakistan Program Office (PRM), and provides advice and assistance to Mission management, the Program Officer, other PRM staff, and Mission-wide technical staff on all substantive aspects of the Mission Monitoring and Evaluation (M&E) program. The Specialist plays a key role in program strategy development, monitoring, and evaluation, and provides support for Mission reporting to USAID/Washington, the Congress, and others. With the development of the Mission strategy, and the emphasis placed on program performance indicators by USAID/Washington, the Specialist is responsible for development of and reporting on the overall Mission Performance Plan, a primary USAID tool for planning and management of the collection and interpretation of performance data, and for compliance with USAID/Washington-mandated measurement criteria. The Specialist directly manages the M&E contract. In addition, the Specialist backstops one or more Strategic Objective (SO) Teams, and serves as the responsible staff member for Mission Gender and Youth issues.

**QUALIFICATION REQUIRED:**

**EDUCATION:** A Master's Degree or the host-country equivalent in a field relevant to development assistance, such as public or business administration, political science, sociology, or a closely related field is required. A record of publications based on independent analytical work from either primary or secondary sources, and some specialized training or experience in monitoring and evaluation, is desirable.

**EXPERIENCE:** A minimum of five years of progressively responsible, job-related, professional-level experience in project design, program planning, implementation, monitoring and evaluation, and analysis and interpretation of data and presentation of findings in written form is required. Experience in the application of statistical methods and field research experience is required. Specific experience in quantitative and qualitative analysis of development programs, data base development and management, and analytical software is desired.

**LANGUAGE:** Level IV English (fluent proficiency), in both written and spoken English, is required; Level IV (fluent proficiency) in both written and spoken Urdu is required.

**KNOWLEDGE:** Knowledge and understanding of host-country historic, economic, social, cultural, and political characteristics; current development prospects for Pakistan and host-government priorities and resources; and, an understanding of the general level of development in the region, is required. This position requires a thorough knowledge of programming policies, regulations, procedures, and documentation; and the objectives, methodology, and status of the projects assigned. Knowledge of the objectives and operations and the program activities of other international donor organizations, is highly desirable.

**ABILITIES & SKILLS:** This position requires experience in project management, political analysis, and program reporting and monitoring, and strong interpersonal and team-building skills. The ability to serve as an effective liaison with a wide array of individuals and institutions is essential. The Development Program Specialist must be familiar with a wide range of issues, such as program evaluation, community development, economic policy, and democracy and governance. The Specialist must be able to prepare clear, substantive reports and briefing papers in English, in a timely manner, and have the ability to develop a thorough understanding of host-government policies and procedures. This work requires flexibility, an ability to react to changing systems, with sound analyses, and the ability to work under pressure.

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**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Post Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **Six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

**TO APPLY:**

Interested applicants for this position must submit duly filled DS-174 Form (Application for Employment as Locally Employed Staff) to the following mailing address:

**Human Resources Unit, Executive Office, USAID/Pakistan  
U.S. Embassy, Diplomatic Enclave, Islamabad**

OR

**ProLink Consulting (Pvt) Limited  
F – 61/5, Block 4, KDA Scheme 5, Clifton, Karachi**

Interested candidates should clearly mark the position title they are applying for on the envelop. Incomplete and late submissions will not be considered. Only shortlisted candidates will be contacted for the test or interview. To see all open advertised positions and access the DS-174 form, please visit the Embassy website:

[http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel

orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: July 24, 2010**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.